

7. Pass along any complaints or compliments from Club Members to TCMC.
8. Communicate with TCMC no less than once a week regarding the general state of the court conditions. Update the weekly task log on a daily basis, and make note of any problems or issues with the courts.
9. During periods of inclement weather when the clay courts are too wet to play on or frozen, a sign should be posted at the Tennis kiosk indicating that the courts are closed. In addition the secondary locks should be placed on the tennis court gates.
10. The Employee may need to close access to the courts from time to time to perform additional maintenance or to correct other problems with the courts. The court schedule should be marked in advance if at all possible, and the TCMC should be notified ASAP if USTA League matches will be impacted.

**Work Days / Time:** Normal work days should be Monday through Friday prior to play time. On special occasions such as Club Tournaments, some extra court maintenance may be requested to be performed on the weekend.

**Compensation:** The Tennis Court Maintenance Employee shall be paid a salary of \$1144 per month. Checks will be issued twice a month and should be available to the employee on the 15<sup>th</sup> and 30<sup>th</sup> of each month worked. This is a part time job with no other employee benefits.

**Time off for vacations or other personal reasons:** The Employee should contact the TCMC to coordinate such time off at least two weeks ahead of planned time off. The Employee and the TCMC should train and identify several backup employees to cover for time off periods. The employee will not be compensated for the missed time, but the backup employee will be compensated at the prorated amount of \$250 per week.

**Termination of Agreement:** This contract may be terminated by either party at any time, as long as two week advance notice is given. Any payments due for services rendered will be paid by the termination date.

**To Apply:** Contact Will Warlick at (803) 422-2061 or warlick.will@gmail.com.

## **Tennis Court Maintenance Contract**

This Contract is a list of requirements for employee(s) responsible for the maintenance and general upkeep of the four (4) clay courts and four (4) hard courts on the Murraywood Swim and Racquet Club (MSRC) property located at 2050 Cedarbrook Drive.

The following is a list of responsibilities that should be followed daily and weekly. MSRC reserves the right to amend this list as needed. It is understood that this list is to be completed daily or weekly as notated, and that execution of the duties listed is the measure of a job finished. The compensation is paid on a job completed, not hours worked. It is expected that all of the maintenance tasks should be able to be completed in an average of 15 to 20 hours per week. It is understood that depending on season and weather conditions the amount of time required to maintain the courts will vary week to week. The goal is to maintain and provide the best possible court playing conditions throughout the year for the Members of MSRC.

### **Daily Responsibilities:**

1. Observe irrigation system operation on all clay courts - inspect for leaks and inoperable heads/valves. Repair as needed or report repair needs.
2. Monitor clay courts for adequate moisture content, and adjust the sprinkler timer as appropriate. During periods of heavy rain the sprinkler water cycle should be turned off to prevent excess flooding and damage to the courts.
3. Sweep all clay courts and lines.
4. Replenish bare spots on clay courts as required.
5. Empty all trash cans on and off courts as required.
6. Inspect nets and wind screens on all courts- repair or report needed repairs.
7. Make sure step off trays are filled with water and debris free
8. Blow off debris from hard courts, and remove leaves from the courts as required.

### **Twice Weekly Responsibilities:**

1. Roll all Clay courts
2. Inspect benches, ball holders, fences, gates, and locks. Repair or report needed repairs.

### **Additional Responsibilities:**

1. Maintain equipment as needed; to include checking oil in tractor, greasing joints on roller, changing oil, oil filters, and air filters per manufacturers recommendations. Keep the tennis shed and the grounds near the shed neat and swept.
2. Purchase fuel and other supplies as required. A petty cash fund will be available for all small purchases. A Petty Cash Expense log must be kept up to date along with all paid receipts. When the funds run low, the Tennis Court Maintenance Chairperson (TCMC) should be notified and he will request additional funds from the Club Treasurer. Any single purchase larger than \$50.00 must be pre-approved by the TCMC.
3. Keep all fence lines tidy, including both clay and hard courts- spray for weeds, moss, and grass.
4. Remove signage on courts for past events.
5. Repair or report needed repair or replacement for court line rollers, brushes, and squeegees.
6. Recommend any equipment purchases to the TCMC.